

**BY ORDER OF THE INSTALLATION
COMMANDER**



AIR FORCE INSTRUCTION 10-244

CHARLESTON AIR FORCE BASE

Supplement 1

24 JUNE 2003

Operations

**REPORTING STATUS OF AEROSPACE
EXPEDITIONARY FORCES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 10-244, 19 February 2002 and AMCSUP 1, 1 November 02, are supplemented as follows: This supplement provides local guidance on reporting AEFs in addition to that contained within AFI 10-244 and AMC supplement 1. This instruction is applicable to all persons reporting AEF status at Charleston AFB, SC.

2.7.3.6.1. Written Guidance. All ART reporting units must have AFI 10-244 and the AMC supplement. They must also have access to the current AEF TPFDD library, the commanders deployment guide, and the UTC worksheets used for the latest ART update.

2.7.3.6.2. Responsibilities. These are the responsibilities required locally in addition to those outlined in AFI 10-244 and the AMC supplement.

2.7.3.6.2.1. (Added) Wing Commander. Responsible for reviewing the wing's UTC forces allocated in ART.

2.7.3.6.2.1.1. (Added) Establishes fair share letter to apportion TCN requirements.

2.7.3.6.2.2. (Added) Group Commanders. Reports the group's ART status to wing CC monthly.

2.7.3.6.2.3. (Added) Unit Commanders. Keeps the group CC informed of their unit's ART status.

2.7.3.6.2.4. (Added) Wing ART POCs. Collects and compiles unit's ART status for the wing commander and key staff.

2.7.3.6.2.4.1. (Added) The Wing ART POC is responsible for updating the status of TCN UTCs in ART IAW AFI 10-244, AMC supplement, paragraph 3.8.

2.7.3.6.2.4.2. (Added) Establishes both a SIPRNET and ART profile and password.

2.7.3.6.2.4.3. (Added) Will periodically review the AEF website located at
<https://aefcenter.acc.af.mil/aefonline/>.

2.7.3.6.2.5. (Added) Group ART POCs. Serve as the focal point for the group. Responsible for making sure appropriate updates are made within the group. Will present the information contained in ART to the group CC.

2.7.3.6.2.5.1. (Added) Creates and maintains a continuity folder with the criteria located in AFI 10-244, AMC supplement, paragraph 2.7.4.12.

2.7.3.6.2.5.2. (Added) Identifies personnel for TCN duty based upon the fair share letter signed by the wing CC.

2.7.3.6.2.5.3. (Added) Responsible for reporting their group's TCN status via signed UTC worksheets to the wing ART POC every 30 days. If the 30-day cycle falls on a non-duty day, the suspense adjusts to NLT 1200 on the prior duty day.

2.7.3.6.2.5.4. (Added) Establishes both a SIPRNET and ART profile and password.

2.7.3.6.2.5.5. (Added) Will periodically review the AEF website located at <https://aefcenter.acc.af.mil/aefonline/>.

2.7.3.6.2.5.6. (Added) Will ensure GP/CCs receive EAF/AEF message traffic posted on the AEF Center's website &/or received from 437 LRS/LGRRP.

2.7.3.6.2.5.7. (Added) Unit ART POCs. Responsible for updating ART and other tasks as required by the group ART POC.

2.7.3.6.2.5.7.1. (Added) Resolves all UTC discrepancies with ART, the AEF TPFDD library, AFWUS, and DOC statements through their command-level functional manager(s). Unit ART POCs will keep their wing and group ART POCs informed of the status of their disconnects.

2.7.3.6.2.5.7.2. (Added) Maintains all signed worksheets used for the last ART update in an approved safe.

2.7.3.6.2.5.7.3. (Added) Establishes both a SIPRNET and ART profile and password.

2.7.3.6.2.5.7.4. (Added) Will periodically review the AEF website located at <https://aefcenter.acc.af.mil/aefonline/>.

2.7.3.6.2.5.7.5. (Added) Will ensure unit commander receives EAF/AEF message traffic posted on the AEF Center's website &/or received from 437 LRS/LGRRP.

2.7.3.6.3. **Distribution and Reporting Requirements:** Standard AEF UTC worksheets will be used in collecting data. Once AEF UTC worksheets are filled in and signed, they are considered classified and must be handled appropriately.

2.7.3.6.4. **Training.**

2.7.3.6.4.1. (Added) Wing ART POC (437 LRS/LGRRP). Train all ART POCs on reporting requirements located in AFI 10-244, AMC Supplement I, and this supplement coupled with ART hands-on training. The wing ART POC will annotate completed ART training requirements on an AF Form 2426.

2.7.3.6.5. **Reporting Procedures:** Unit ART POCs will completely fill out AEF UTC worksheets. The unit CC will then sign and validate the worksheets. The unit ART POC will upload the information on the worksheet into ART. The unit ART POC then briefs the Group ART POC, who will in turn brief the group CC. The group CC informs the wing CC of status of AEF forces.

2.7.3.6.5.1. (Added) A new UTC worksheet must be filled out and signed by the unit CC every time ART is updated. Unit ART POCs will not rely on the wing and/or group ART POCs to update their data in ART.

Attachment 1**GLOSSARY OR REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-244, AMC Supplement 1, 1 Nov 02

Abbreviations and Acronyms

AEF—Aerospace Expeditionary Force

AFB—Air Force Base

CC—Commander

DOC—Designed Operation Capability

IAW—In Accordance With

NLT—No Later Than

POC—Point Of Contact

TCN—Third Country National

TPFDD—Time Phased Force Deployment Database

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